



## CT HMIS – HPRP ART Reports For ServicePoint

Provide By



[help@nutmegit.com](mailto:help@nutmegit.com)  
[www.nutmegit.com](http://www.nutmegit.com)

# Before We Begin.



**Please...**

Turn Your Cell Phone  
**OFF** or to **SILENT**  
**MODE**

# HPRP Resources

## News, Forms and Information

### CCEH's HPRP Resource Page

<http://cceh.org/hprp.htm>

(Programmatic HPRP Information)

### CTHMIS.com's HPRP Information Page

<http://www.cthmis.com/hprp/>

(HPRP information related to data entry and Reporting in ServicePoint)

### HudHRE.info's HPRP Page

<http://www.hudhre.info/HPRP/>

# What this Training Covers

## This training covers...

Running and interpreting the

- E610 – HPRP QPR
  - a) E615 – HPRP QPR with Detail
  - b) E231 – HPRP QPR with Client Drill Filter
- E230 – HPRP QPR Data Quality Report Part 1
- E240 – DSS HPRP Data Completeness (**NEW**)
- E613 – HPRP Financial Assistance Report
- CT HPRP Performance Report (**NEW**)

# More Reports Over Time

- **UNMET Needs Report (for clients not eligible for HPRP)**
- **E230 – HPRP QPR Data Quality Report Part 2**
- Other possible reports based on feedback

# System Requirements

## CT HMIS Requirements

### 1. An Active Account in ServicePoint

- Standard HMIS End User Training is required (Some Exceptions)

### 2. An ART Viewer or Ad Hoc license

- License must be renewed every year
- CCEH will provide one license per agency for HPRP usage
- After HPRP program ends, license will no longer be paid for by CCEH

# Report Documentation & Changes

## 1. Each Report has detailed documentation in PDF format.

- Documentation is located in the same ART folder as the report, and has the same file name, suffixed with “User Manual” in the file name.

## 2. Changes to the reports **WILL** occur

1. Each report has a version number at the end representing the date of last edit (*Example: v09.10.10*)
2. *Reports already updated several times.*
3. *Old reports are renamed to z\_delete and should be ignored till they are deleted.*

# System Requirements

## Technical Requirements (Ask your Tech Guy)

1. **Browser:** Internet Explorer 6+
2. **JAVA:** Java Run Time 5.0 (Update 11)

**(Hand this slide out to your IT Person or call the CT HMIS Helpdesk)**



# ART System Status

- **Check CTHMIS.com For Status**
  - ART related issues happen, read the monthly newsletter or visit CTHMIS.com for details. Also posted to News Flash in ServicePoint
- **Consider Report Cycle**
  - Run your reports as early as possible. ART is a country wide shared reporting tool. Every other state's reports are due too! Many use ART!
- **Size of Data being looked at**
  - Big data takes longer, it may be several minutes before a report is complete.

# HPRP Reporting Dates

Report Type	Reporting Periods
Monthly Performance Report (MPR) - CCEH	Monthly
Quarterly Performance Report (QPR) – CCEH	October 1 to December 31 January 1 to March 31 April 1 to June 30 July 1 to September 30
Annual Performance Reports (APR) - CCEH	October 1 to September 30
	<b>IN ART (Plus One Day)</b>
DSS Monthly Report	First day of month till First day of next month 12 AM
Quarterly Performance Report (QPR)	10/1/2009 - 1/1/2010 1/1/2010 - 4/1/2010 4/1/2010 - 7/1/2010 7/1/2010 - 10/1/2010
Annual Performance Reports (APR)	10/1/2009 – 10/1/2010

# Report Documentation

## **Samples of All Reports and Documentation on CTHMIS.com**

<http://www.cthmis.com/reports/>

- HPRP Program Report Pack – Contains All current reports and any future reports
- Filed under the (E) Funder Reports
- Each report has a detailed PDF on website and in the ART folder
- Links from [www.cthmis.com/hprp](http://www.cthmis.com/hprp)

# Launching ART

**ServicePoint™**

Connecting your community.

Connecticut Coalition to End Homelessness

CT Coalition to End Homelessness (do not assign)

Home

ClientPoint

ResourcePoint

ShelterPoint

SkanPoint

Reports

Admin

## ServicePoint Modules

[ClientPoint](#) - Manage client information including client profile, assessments, service transactions, case plans, and more.

[ResourcePoint](#) - Search the resource database to locate community service providers.

[ShelterPoint](#) - Manage shelter activity including client check-in, check-out, reservations, Entry/Exit and service delivery.

[SkanPoint](#) - Use Client IDs to quickly add service transactions to groups of clients.

[Reports](#) - Choose from a list of reports including Audit, Provider, and Custom.

[Advanced Reporting Tool \(ART\)](#) - Use business intelligence with the Advanced Reporting Tool reports or use ART templates to configure established reports to your data.

## NewsFlash - S

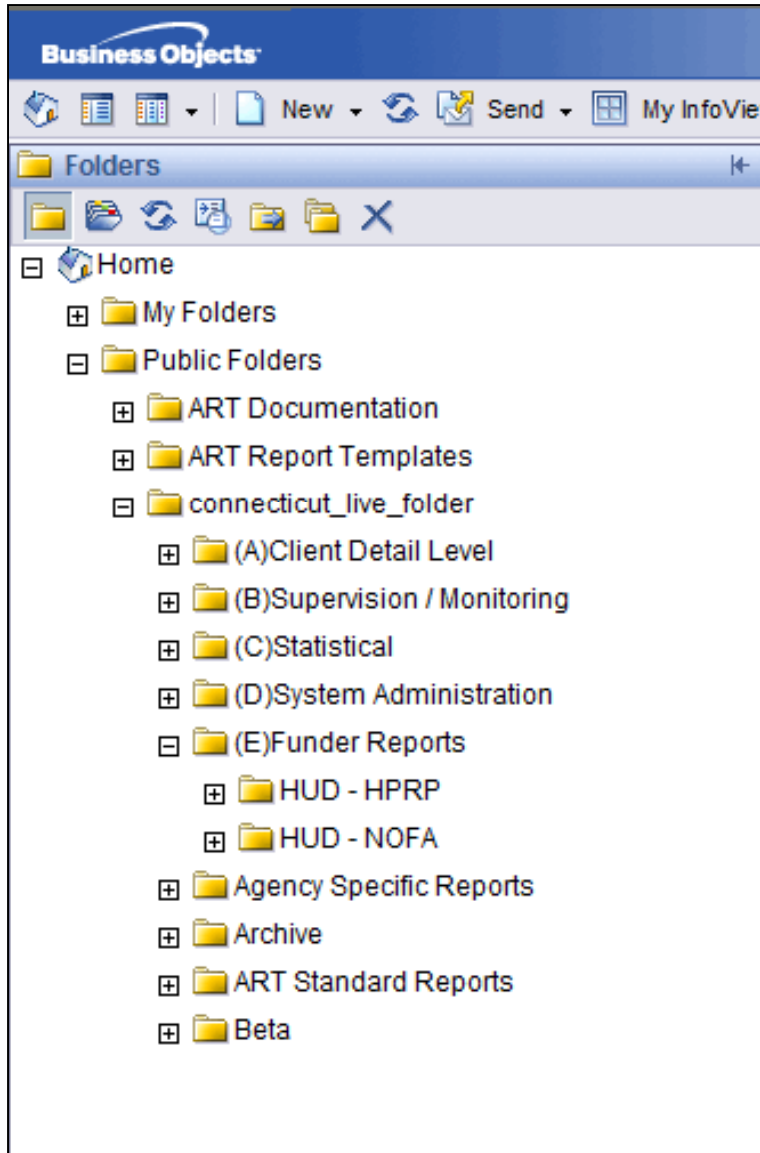
**ART Reporting**  
currently having  
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[Story](#)

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training or sup  
contact the CT  
866-721-HMIS  
hmis@nutmeg  
be brought to  
Information w

**211 Referral**  
link to access

# Location in ART of Reports



1. Launch ART from ServicePoint
2. Public Folder (Click +)
3. connecticut\_live\_folder (Click +)
4. (E) Funder Reports (Click +)
5. HUD – HPRP (Click Words)

[Play Video \(PC\)](#)

[Play Video \(Mac\)](#)

# Location in ART of Reports

## **Special Note:**

For LEAD agencies, reports from your sub-grantees will be delivered automatically in PDF format to your personal inbox in ART.

1. Launch ART from ServicePoint
2. My Folder (Click +)
3. Inbox (Click +)
4. Click Report to View/Download

# General Steps

- Click Report Title to Load the Report
- Answer Prompt Questions
  - Start/End date of Grant and/or Quarter

[Play Video \(Mac\)](#) [Play Video \(PC\)](#)

# Downloading Reports

- View or Save Report
  - PDF (Looks exactly like screen, elements cannot be changed, format you will be sending to DSS if you are a lead agency)
  - EXCEL (Similar to screen, can change elements)
  - CSV (Export into Excel and use for your own purposes)
- Potential Issues
  - Popup Blockers
  - Internet Explorer file download block
    - (You may have to run the report twice)

[Play Video \(Mac\)](#)

[Play Video \(PC\)](#)




# Working with ART

- When using these dates in ART, the END Date will always be PLUS one Day, it will use 12 AM of the next day to capture and Entry/Exits and Services delivered.
- **Any corrections or additions to Data in ServicePoint will not be reflected till the next day.**
- Look at the “Latest WareHouse Build:” date to see what days data you are looking at.



[Personalize InfoView now](#)  
[Go to InfoView Inbox](#)

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- ART Version: 2.4.3
- Last Warehouse Build: Oct 29, 2009 3:08:28 AM 

# General HPRP Report Items

- Two time periods are prompted for in most Reports
  - The Quarterly Period (Q)
  - Grant-to-Date (GTD)
- The End Dates for the Q and GTD will always be the same for a given report
- The QPR must provide an unduplicated count of persons and households. If multiple programs are providing HPRP services to the same client, they will be shown once on the Statewide QPR

# E610 - HPRP QPR - Overview (1)

- **Quarterly Performance Report Requirements**
  - Must have a combination HPRP Type Program ENTRY/EXIT during the date range
  - Client **MUST** have one or more service transactions which indicate they are receiving HPRP specific services. This Service date **MUST** have a start date during the quarter the client was served
  - The ENTRY/EXIT and service transactions **MUST** use the same household. If the client has more than one household using different households will create duplicates numbers.
  - The ENTRY/EXIT provider and HPRP Service Provider must **MATCH**

# QPR – Overview (2)

- Quarterly Performance Report Requirements
  - The client must have one of four recorded answers to the “Homelessness/Housing Status” question at the time of program entry. These are
    - Stably House
    - Housed and at risk of losing housing
    - Housed and at imminent risk of losing housing
    - Literally Homeless
    - Clients with “Don’t Know” or “Refused” are NOT counted
  - If the client exited from the program during the date range (GTD or Quarter), their exit must include a recorded exit destination (Is required in SP)

# QPR – Overview (3)

- For QPRs run on multiple providers
  - Will look like one big provider (not segmented by agency/program)
  - Clients will be de-duplicated across providers

# QPR – Overview (4)

- Clients and their related data are included in the report's Homelessness Assistance and/or Homelessness Prevention categories based upon their answer to the homeless status question at the time of program entry.
- This means...
  - Those who arrived “Literally Homeless” are counted as Homeless assistance clients
  - “Stably housed”, “Housed and at risk” or “housed and at imminent risk” are counted as Homeless Prevention

# QPR – Overview (5)

- **Exit Destinations**

- Only HUD valid choices show in report (Look for (HUD) after choices)
- Non-HUD values do **NOT** map to Other only the “Other (HUD)” choice does.

# QPR – Overview (6)

- **SERVICES**

- **MUST** have a Service START and END date

- By default your provider in ServicePoint should be set to give an END date automatically for the same day as the Service START date (confirm, don't assume!)

- In no case should the duration of the service transaction extend beyond the client's exit date.



# QPR – Page 1

## 3: Number of Persons and Households Served

	Homeless Prevention				Homeless Assistance				TOTAL			
	Persons		Households		Persons		Households		Persons		Households	
	Q	GTD	Q	GTD	Q	GTD	Q	GTD	Q	GTD	Q	GTD
<b>3a: Total Served</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>8</b>	<b>9</b>	<b>6</b>	<b>7</b>	<b>11</b>	<b>12</b>	<b>8</b>	<b>9</b>

	Homeless Prevention				Homeless Assistance				TOTAL			
	Persons		Households		Persons		Households		Persons		Households	
	Q	GTD	Q	GTD	Q	GTD	Q	GTD	Q	GTD	Q	GTD
<b>3b: Total Served by Service Provided</b>												
<b>Financial Assistance</b>												
Rental assistance	3	3	3	3	6	7	4	5	8	1	5	6
Security deposits	1	1	1	1	0	0	0	0	1	1	1	1
Utility deposits	1	1	1	1	2	2	2	2	3	3	3	3
Utility payments	1	1	1	1	0	0	0	0	1	1	1	1
Moving cost assistance	1	1	1	1	0	0	0	0	1	1	1	1
Motel and hotel vouchers	1	1	1	1	0	0	0	0	1	1	1	1
<b>Total Financial Assistance</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>7</b>	<b>8</b>	<b>5</b>	<b>6</b>	<b>9</b>	<b>10</b>	<b>6</b>	<b>7</b>
<b>Housing Relocation and Stabilization Services</b>												
Case management	2	2	2	2	2	2	2	2	3	3	3	3
Outreach and engagement	2	2	2	2	1	1	1	1	3	3	3	3
Housing search and placement	1	1	1	1	1	1	1	1	2	2	2	2
Legal services	1	1	1	1	0	0	0	0	1	1	1	1
Credit repair	1	1	1	1	0	0	0	0	1	1	1	1
<b>Total-Housing Relocation and Stabilization Services</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>

## Persons = Total People Served

## Households = Families + Individuals

Unlike other Reports such as the APR, an individual person being served count as a household type, even though no household was entered in ServicePoint.

Family	Individual	Total Households	Total Persons
Family of 4	1 individual	2	5
Family of 3	4 individuals	6	9
Family of 2			

# QPR – Page 2

## 4: Housing Outcomes of persons Served (All Leavers Only)

Destinations	Q			GTD		
	N	%	% of Total	N	%	% of Total
<b>Permanent Destinations</b>						
Permanent supportive housing for formerly homeless persons (such as SHP, S+C, or SRO Mod Rehab)	0	0.0%	0.0%	1	100.0%	16.7%
Rental by client, no housing subsidy	0	0.0%	0.0%	0	0.0%	0.0%
Rental by client, VASH housing subsidy	0	0.0%	0.0%	0	0.0%	0.0%
Rental by client, other (non-VASH) housing subsidy	0	0.0%	0.0%	0	0.0%	0.0%
Owned by client, no housing subsidy	0	0.0%	0.0%	0	0.0%	0.0%
Owned by client, with housing subsidy	0	0.0%	0.0%	0	0.0%	0.0%
Staying or living with family, permanent tenure	0	0.0%	0.0%	0	0.0%	0.0%
Staying or living with friend, permanent tenure	0	0.0%	0.0%	0	0.0%	0.0%
<b>Total Persons Leaving for Permanent Destinations</b>	<b>0</b>	<b>0.0%</b>	<b>0.0%</b>	<b>1</b>	<b>100.0%</b>	<b>16.7%</b>
<b>Temporary Destinations</b>						
Emergency shelter, including hotel or motel paid for with emergency shelter voucher	0	0.0%	0.0%	0	0.0%	0.0%
Transitional housing for homeless persons (including homeless youth)	0	0.0%	0.0%	0	0.0%	0.0%
Staying or living with family, temporary tenure	0	0.0%	0.0%	0	0.0%	0.0%
Staying or living with friend, temporary tenure	0	0.0%	0.0%	0	0.0%	0.0%
Hotel or motel paid for without emergency shelter voucher	0	0.0%	0.0%	0	0.0%	0.0%
Place not meant for human habitation	0	0.0%	0.0%	0	0.0%	0.0%
Safe Haven	0	0.0%	0.0%	0	0.0%	0.0%
<b>Total Persons Leaving for Temporary Destinations</b>	<b>0</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0</b>	<b>0.0%</b>	<b>0.0%</b>
<b>Institutional Destinations</b>						
Psychiatric hospital or other psychiatric facility	0	0.0%	0.0%	0	0.0%	0.0%
Substance abuse treatment facility or detox center	1	33.3%	20.0%	1	33.3%	16.7%

# E615 – HPRP QPR with Detail

- Selection Criteria exactly the same as the QPR
- Lists out the clients on the report and the services given.
- Great for
  - Trouble Shooting missing clients
  - Ensuring clients received the correct services

# QPR- Detail

Client Uid	Service Provider	Service Uid	Start Date	Service Description	Housing Relocation & Stabilization Service	Financial Assistance Type
336242	HPRP Test Provider 1(8560)	1592932	7/16/09	Case/Care Management		Rental assistance
		1592933	8/3/09	Case/Care Management	Case management	
336243		1592934	6/15/09	Social Security Disability Insurance Applications		Rental assistance
336244		1592936	7/16/09	Mental Health Care and Counseling		Rental assistance
336245		1592937	7/16/09	Mental Health Care and Counseling		Rental assistance
336246		1592935	7/16/09	Mental Health Care and Counseling		Rental assistance
336247		HPRP Test Provider 2(8561)	1592939	7/15/09	Mental Health Care and Counseling	
336248	1592938		7/15/09	Mental Health Care and Counseling		Rental assistance
336255	HPRP Test Provider 3(8562)	1592971	8/2/09	Mental Health Care and Counseling	Housing search and placement	
		1592972	8/8/09	Case/Care Management		Rental assistance
		1592973	8/17/09	Social Security Disability Insurance Applications		Utility deposits
		1592974	8/17/09	Basic Needs	Outreach and engagement	
		1592975	8/17/09	Basic Needs		Utility deposits
		1592976	8/17/09	Basic Needs		Rental assistance
336242	HPRP Test Provider 4(8563)	1592970	8/22/09	Case/Care Management	Case management	
336254		1592955	8/4/09	Case/Care Management	Case management	
		1592956	8/4/09	Case/Care Management	Outreach and engagement	
		1592957	8/4/09	Case/Care Management	Housing search and placement	
		1592958	8/4/09	Case/Care Management	Legal services	

# E230 - HPRP Data Quality Part 1

- USAGE
  - Finds common data entry errors! (YAY)
  - BETA – Report bugs to us!
- Errors Caught
  - Clients without Program Entry (During Specified date range by a specified provider)
  - No service transaction (during date range)
  - A Non-HPRP Program Entry Type
  - No Housing Status Recorded at time of program entry
  - One or more HPRP service activities before start date of grant
  - One or more services with both a financial and a non-financial HPRP activity type

# Data Quality – Index

## HPRP Data Quality Report Part 1

Grant To Date: 10/1/09 - 12/31/08

Quarter: 10/1/09 - 12/31/08

Tab	DATA QUALITY ISSUES IDENTIFIED IN THIS REPORT
B	Clients without Program Entry (during specified date range by a specified provider)
C	Clients without a Service Transaction (while enrolled with specified provider)
D	Clients without an HPRP Service Activity (for one or more valid services)
E	Clients with an Non-HPRP Program Entry Type recorded
F	Clients with no Housing Status recorded (at time of program entry)
G	Clients which have one or more HPRP Type Program Entry before start date of grant
H	Clients which have one or more HPRP Service Activity before start date of grant
I	Clients which have one or more Services with both a Financial and a Non-financial HPRP Activity Type indicated

SUMMARY								
	B	C	D	E	F	G	H	I
Total Clients	3	3	3	3	3	3	3	3
Clients Identified With This Issue						3	2	
Percent Identified With This Issue	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%	66.7%	0.0%

DETAIL BY CLIENT									
Percentage of clients identified with one or more of these issues= 100.0% ( 3 of 3 )									
	Client Uid	B	C	D	E	F	G	H	I
		Missing Program Entry	Missing Service Transaction	Missing HPRP Service Activity	Non-HPRP Entry Type	Missing Housing Status	Entry Prior to Grant Start	Service Prior to Grant Start	Double HPRP Service Activity
1	40047	ok	ok	ok	ok	ok	Error?	Error?	ok
2	54071	ok	ok	ok	ok	ok	Error?	Error?	ok
3	54897	ok	ok	ok	ok	ok	Error?	ok	ok

# Data Quality – Error Tabs

## **HPRP** **Data Quality Report Part 1**

DETAIL BY CLIENT					
Clients which have one or more HPRP Type Program Entry before 10/1/09					
Client Uid	Entry Exit Provider Id	Entry Exit Uid	Entry Exit Entry Date	Entry Exit Exit Date	Entry Exit Type
40047	CT HMIS Reporting Demo - HPRP(598)	74465	9/3/09		HPRP
54071	CT HMIS Reporting Demo - HPRP(598)	75516	9/24/09	9/24/09	HPRP
54897	CT HMIS Reporting Demo - HPRP(598)	76200	9/1/09	10/7/09	HPRP



## E231 - HPRP QPR with Client Drill Filters

- Selection Criteria exactly the same as the QPR
- Lets you see exactly where a specific client shows up in the QPR
- Great for
  - Discover how counts are tallied
  - Client Review

# E231 - HPRP QPR with Client Drill Filters

Analysis context: Client Unique Id (3-GTD-TOTAL) (No value) Client Uid (3-GTD-TOTAL) (No value) Client Last Name (3-GTD-TOTAL) (No value) Client First Name (3-GTD-TOTAL) (No value)

## Quarterly Progress Report (QPR) with Client Drill Filter Program Performance

Currently  
Viewing:

Client Uid: 54651  
Client Unique Id: cb1m09121959c642b435  
Last Name: [REDACTED]  
First Name: [REDACTED]

Reporting Quarter (Q): 10/1/09 - 12/31/09  
Grant to Date (GTD): 10/1/09 - 12/31/09

### Section 2: Program Performance: Number of Persons and Households Served

1. Total Persons and Households Served												
	Homelessness Prevention				Homeless Assistance				TOTAL			
	Persons		Households		Persons		Households		Persons		Households	
	Q	GTD	Q	GTD	Q	GTD	Q	GTD	Q	GTD	Q	GTD
Total Served	1	1	1	1	0	0	0	0	1	1	1	1

	Homelessness Prevention				Homeless Assistance				TOTAL			
	Persons		Households		Persons		Households		Persons		Households	
	Q	GTD	Q	GTD	Q	GTD	Q	GTD	Q	GTD	Q	GTD
2. Total Persons and Households Served by Service Provided												
Financial Assistance												
Rental assistance	1	1	1	1	0	0	0	0	1	1	1	1
Security and utility deposits	1	1	1	1	0	0	0	0	1	1	1	1
Utility payments	0	0	0	0	0	0	0	0	0	0	0	0
Moving cost assistance	0	0	0	0	0	0	0	0	0	0	0	0
Motel and hotel vouchers	0	0	0	0	0	0	0	0	0	0	0	0
Total Financial Assistance	1	1	1	1	0	0	0	0	1	1	1	1
Housing Relocation and Stabilization Services												
Case management	0	0	0	0	0	0	0	0	0	0	0	0
Outreach and engagement	0	0	0	0	0	0	0	0	0	0	0	0
Housing search and placement	1	1	1	1	0	0	0	0	1	1	1	1
Legal services	1	1	1	1	0	0	0	0	1	1	1	1
Credit repair	0	0	0	0	0	0	0	0	0	0	0	0
Total-Housing Relocation and Stabilization Services	1	1	1	1	0	0	0	0	1	1	1	1

# E613 - HPRP Financial Report

## Homelessness Prevention and Rapid Rehousing Program (HPRP) Financial Report

### Program Expenditure Summary

**Reporting Quarter (Q):** 10/1/09 - 12/31/09

**Grant to Date (GTD):** 10/1/09 - 12/31/09

**Funding Source:** HPRP Source 1 - DSS Regional HPRP Funding

### Program Expenditures

1. Total Expenditures						
	Homelessness Prevention		Homeless Assistance		TOTAL	
	Expenditures		Expenditures		Expenditures	
	Q	GTD	Q	GTD	Q	GTD
Total Expended	\$19,811.50	\$19,811.50	\$1,654.89	\$1,654.89	\$21,466.39	\$21,466.39

2. Total Expenditures by Service Provided	Homelessness Prevention		Homeless Assistance		TOTAL	
	Expenditures		Expenditures		Expenditures	
	Q	GTD	Q	GTD	Q	GTD
<b>Financial Assistance</b>						
Rental assistance	\$17,131.50	\$17,131.50	\$0.00	\$0.00	\$17,131.50	\$17,131.50
Security and utility deposits	\$2,680.00	\$2,680.00	\$499.00	\$499.00	\$3,179.00	\$3,179.00
Utility payments	\$0.00	\$0.00	\$1,155.89	\$1,155.89	\$1,155.89	\$1,155.89
Moving cost assistance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Motel and hotel vouchers	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Expenditures for Financial Assistance	\$19,811.50	\$19,811.50	\$1,654.89	\$1,654.89	\$21,466.39	\$21,466.39
<b>Housing Relocation and Stabilization Services</b>						
Case management	\$7,363.50	\$7,363.50	\$537.00	\$537.00	\$7,900.50	\$7,900.50
Outreach and engagement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Housing search and placement	\$1,375.00	\$1,375.00	\$499.00	\$499.00	\$1,874.00	\$1,874.00
Legal services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Credit repair	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Expenditures for Housing Relocation and Stabilization Services	\$8,738.50	\$8,738.50	\$1,036.00	\$1,036.00	\$9,774.50	\$9,774.50

Household Total:								gross	gross
8167	mim10181955m540i650	55268	268734	Rental assistance	10/21/09	\$2,400.00	\$2,400.00		
Household Total:						\$2,400.00	\$2,400.00		
8171	psf08211954p362s415	55301	265409	Security deposits	10/13/09	\$1,680.00	\$1,680.00		
			265412	Rental assistance	10/13/09	\$840.00	\$840.00		
Household Total:						\$2,520.00	\$2,520.00		
8191	cbf11291958c645b300	55417	265738	Rental assistance	10/13/09	\$1,100.00	\$1,100.00		
Household Total:						\$1,100.00	\$1,100.00		
8195	dhn01051971d150h525	55447	265785	Rental assistance	10/9/09	\$1,675.00	\$1,675.00		
Household Total:						\$1,675.00	\$1,675.00		
8206	dmf09011980d260m242	55414	267564	Rental assistance	10/23/09	\$1,000.00	\$1,000.00		
			267568	Rental assistance	10/23/09	\$700.00	\$700.00		
Household Total:						\$1,700.00	\$1,700.00		
8218	gsf03051961g630s340	55131	266166	Rental assistance	10/16/09	\$3,363.50	\$3,363.50		
Household Total:						\$3,363.50	\$3,363.50		
8225	mpf03251960p300	55766	267560	Rental assistance	10/23/09	\$3,000.00	\$3,000.00		
Household Total:						\$3,000.00	\$3,000.00		
8330	dcm01051957d150h525	54479	268216	Utility payments	10/27/09	\$537.00	\$537.00		
Household Total:						\$537.00	\$537.00		
Single Person Households	dtbf12201961d500t615	55422	268727	Rental assistance	10/21/09	\$1,200.00	\$1,200.00		
	fkof02291964f652k542	54457	269872	Case management	10/27/09	\$0.00	\$0.00		
	kpf03271960k345p652	56918	268970	Rental assistance	10/30/09	\$478.00	\$478.00		
	npef09051957n520p625	56550	268089	Rental assistance	10/27/09	\$925.00	\$925.00		

# E613 - HPRP Financial Report (1)

- Tab A – Program Expenditures
  - For Quarter and GTD
  - Broken down into Homeless Prevention and Homeless Assistance
- Tab B – Detail by Unique Client ID
  - Expenditures by client Unique ID (Client, Services, Amounts)
  - Unique ID will be identical across multiple regions if UDE's are collected and consistent
- Tab C – Detail by Client Uid
  - Expenditures by client Unique ID (Client, Services, Amounts)
  - Client Uid will be different region to region but should be the same for each region thanks to data sharing.

# E613 - HPRP Financial Report (2)

- Tab D – Detail by household
  - By Household ID
  - Singles (Those with no household ID) are at the end
- Tab D – Detail by Date
  - By Service START date
- Tab F – Detail by Expenditure Provider
  - By provider
  - Quarter and Grant
- Tab F – Detail by Type

# E613 - HPRP Financial Report (3)

## Who is included in this report?

SAME AS THE QPR

(Entry/Exit/Services rules)

**PLUS**

HPRP FUND SOURCE for a Service

An AMOUNT for the financial assistance activity or  
Housing relocation & Stabilization Service

# DSS HPRP Performance Report (BETA)

## **Looks at:**

- Application / Screening Questions
- DSS Outcomes (Entry/Exit, Follow-up)

## **Scope:**

- Those with an HPRP Program Entry



# E240 – DSS HPRP Data Completeness

## Measures Data Quality (Nulls/Conflicts) of

- Universal Data Elements (UDE)
- HPRP Screening Questions
- Applications Questions

## Error Checking

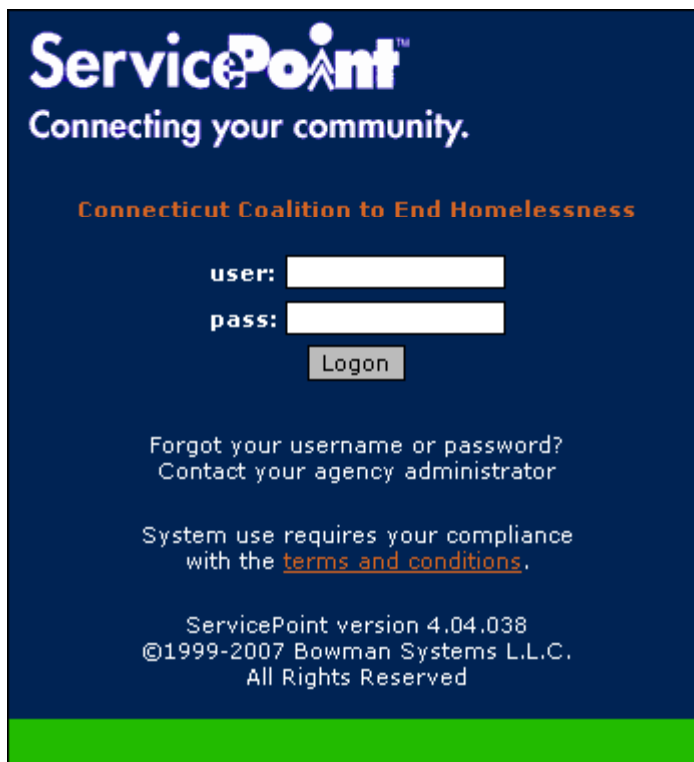
- Looks for Errors in the Screening (“Yes” under both Prevention & Rapid Re-housing)
- Lack of Backdating for Data Entry

# Next Steps

- Request an ART License
- Run and Review Reports
- **ASK QUESTIONS!**

# Let's Run Reports!

**Live Site:** <http://cthmis.servicept.com/>



The image shows a screenshot of the ServicePoint login page. The page has a dark blue background with a green bar at the bottom. The ServicePoint logo is at the top, followed by the tagline 'Connecting your community.' Below this is the text 'Connecticut Coalition to End Homelessness' in orange. The login fields are labeled 'user:' and 'pass:' with corresponding input boxes. A 'Logon' button is below the password field. At the bottom, there is a link for 'Forgot your username or password?' and a note about system use requiring compliance with terms and conditions. The footer contains the version number 'ServicePoint version 4.04.038' and copyright information '©1999-2007 Bowman Systems L.L.C. All Rights Reserved'.

**ServicePoint™**  
Connecting your community.

Connecticut Coalition to End Homelessness

user:

pass:

Logon

Forgot your username or password?  
Contact your agency administrator

System use requires your compliance  
with the [terms and conditions](#).

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